



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: Engineering Project Coordinator
Requisition: 14-011
Department: Building Services
Position #: 0271-002
Opening Date: December 5, 2014
Closing Date: December 19, 2014, or until filled
FLSA Status: Non-Exempt
Hourly Pay Range: \$26.52 per hour - \$33.14 per hour

GENERAL DESCRIPTION

This is professional and administrative work managing and inspecting building, roadway infrastructure, or drainage construction projects for the City. Employees in this class are responsible for monitoring the work of architectural and engineering consultants and contractors engaged in the design and construction of a variety of city buildings, roadway infrastructure, or drainage and related facilities. Emphasis of the work may involve managing various projects through all phases of development including planning, consultant selection, design management, selection of contractor, construction management, inspection and warranty administration. An employee in this class is responsible for actively coordinating various projects to assure construction quality and progress with minimum disruption to those impacted; composing detailed inspection reports for review by supervisor.

Work involves the application of the principles, practices, and methods of architectural planning, design and construction, and related engineering principles and techniques to manage construction and engineering projects. Ensure technical competence and compliance with current codes and criteria. Employee in this class may train, review or assist other staff personnel in the performance of their duties as assigned.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Reviews and inspects constructions such as roadway construction located in the City right-of-way, stormwater infrastructure installations, minor bridges and culverts, site construction of public and private land development projects and the gradient and construction of sidewalks in the City right-of-way to determine compliance with approved permits and accompanying plans.

Analyzes the technical aspects, identify risk and anticipated impact, and feasibility of proposed projects, perform preliminary cost estimates.

Assists in preparation of bid specifications for City projects. Handles pre-bid meetings.

Investigates complaints and make field checks on requests received in the office, through telephone, letter or in person; investigates encroachments to the public right-of-way; investigates water or flooding conditions; investigates poor road conditions such as rough pavement or holes and similar violations of City Ordinances; speaks with concerned residents or customers and explains the City's viewpoint and policy on the particular request or complaint; makes progress reports to superior.

Coordinates and acts as liaison between the City and other governmental agencies and utility companies such as Miami-Dade County Public Works, Miami-Dade County Water and Sewer, DERM, Florida Department of Transportation, FPL, AT&T, Comcast etc. in the execution of projects.

Reads and interprets construction plans and specifications; prepares and compiles inspections reports; conduct visual on-site inspections of the project during all stages of constructions including the examination of construction material. Conducts field tests or makes arrangements for tests by approved laboratories; reviews test reports to determine whether or not materials and installation are in accordance with regulatory requirements; performs initial and final inspection of projects to be owned or maintained by the City.

Reviews plans, detailed specifications, and shop drawings with the engineer assigned to the job and make advance preparation for pre-construction conferences in order to contribute suggestions and to identify problem areas.

Gives instructions and advice on City standards and other regulatory requirements, reviews field and office work and gives technical assistance and advice; participates in the resolution of the more complex problems and disputes relative to projects. Works as liaison between the contractor and the engineer or architect with regard to change orders and requests for information.

Reviews construction activities to ensure adherence to approved project plans, specifications, City codes, regulations and other standards for designs and construction practice, reviews contractors proposed work schedule and tracks work progress for compliance with project schedule, coordinate approved project schedule; coordinates approved project work with contractor, city departments, county and federal agencies in order to facilitate job progress while ensuring the safety of the general public as well as keeping inconvenience of the public during construction to a minimum.

Determines quantities of materials used and verifies amount of work completed for pay request applications; maintains daily records for the purpose of estimating costs and payments to the contractor.

Coordinates project progress meetings, prepares meeting minutes and distribute information to the stakeholders.

Assists with development of computerized databases for mapping, infrastructure management, collecting data, and other purposes as needed. Assist in collection of GIS data to improve the City's public works infrastructure data.

Operate personal computer to generate reports, collect data, etc.

Provides exceptional internal and external customer service. Answers the telephone, waits on the general public and co-workers, and provide information related to department and/or City policies and procedures. Builds and maintains positive working relationships with co-workers, other employees, and the public using principles of good customer service; promotes and represents the City to the public in a courteous, helpful, diplomatic and professional manner. Resolves service problems by clarifying the customer's complaint; accessing validity of complaint, determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.

Report to work regularly and on-time on a consistent basis unless provisions are made and approved by authorized City official(s) as related to Family Medical Leave, the American with Disability (ADA), Workers' Compensation or other federal, state, local, City or department laws, rules or regulations.

Operate motor vehicle and maintain valid driver license.

Perform related work as required.

MINIMUM QUALICATIONS:

Knowledge, Skills and Abilities:

Considerable knowledge of modern methods and techniques of constructions of buildings, minor bridges, streets, drains, sewers and other public works construction.

Considerable knowledge of the standard engineering terminology, techniques and practices, pertinent specifications or codes for the area of assignment.

Considerable knowledge of the applicable legal and administrative regulations relative to road, utility and general public works constructions.

Knowledge of all applicable codes, regulations, and specifications relating to general and public works construction.

Knowledge of engineering and mathematics as it pertains to standard construction-related calculations and measurements.

Knowledge of basic principles and practices involved in civil engineering design and construction.

Ability to read and interpret engineering plans and specifications and to recognize deviations from such plans in the construction process.

Ability to detect and locate defective materials and workmanship during the progress of a construction project and ability to evaluate the course of action proposed to be taken to remedy the defect in order to bring the construction into compliance with the plans and specifications.

Ability to inspect public works project under constructions and to detect deviations from the approved designs, specifications and constructions practices.

Ability to perform engineering mathematics calculations swiftly and accurately and to review cost estimates and determine if calculations are correct.

Ability to maintain records and prepare reports on various phases of constructions.

Ability to read and interpret engineering plans, specifications, sketches and field notes and other related documents with a high degree of accuracy.

Ability to successfully follow complex instructions and work independently on assigned tasks; and solve problems.

Ability to make detailed technical inspections and to enforce regulations with firmness, tact and impartiality.

Ability to compile reports, prepare documents and review for accuracy, completion and conformance to established procedures.

Ability to organize and maintain accurate records and files. Ability to research, collect, and analyze data.

Ability to think, learn, grasp new ideas and learn the operation and policy and procedures of the City and the assigned department.

Ability to make decisions requiring the use of technical judgment.

Ability to adapt to changing situations demonstrating flexibility and use of logical and practical course of actions to meet City and/or department/unit goals and objectives.

Ability to interact politely and professionally with co-workers, City officials, and the general public, including members of diverse cultural and linguistic backgrounds, regardless of race, religion, age, sex, disability, political affiliation, sexual orientation, pregnancy, or familial status.

Ability to provide superior customer service and respond to difficult and sensitive co-workers and citizen inquiries and complaints.

Ability to present ideas and communicate clearly and concisely, both orally and in writing.

Ability to conduct and compile comprehensive reports and prepare reports on various phases of construction and business correspondence; ability to use personal computer to prepare reports and documents; ability to safely operate motor vehicle and maintain valid driver license.

Ability to establish and meet deadlines.

Ability to use personal computer and be proficient in Microsoft Office (Outlook, Word, Excel) and able to learn other software that the City uses that is necessary to perform job duties.

Skill in the use of a personal computer and software.

Education & Experience Requirements:

Graduation from a college or university with a Bachelor degree in civil engineering, construction management or a closely related field may be substituted for three (3) years of the required experience. Stormwater Erosion and Sedimentation Control Inspector certification must be obtained within six (6) months of hire. Six (6) years of experience in the design, administration and management of building, roadway infrastructure, or drainage construction projects with at least one (1) year must have involved inspection of public works construction projects; required experience must have been within the last ten (10) years. GIS knowledge is desired. A license in any of the following is highly desirable: State of Florida Professional Engineer, State of Florida Registered Architect, Miami-Dade County or State of Florida General Contractor's, Miami-Dade County or State of Florida General Building or Engineering Contractor. Must possess and maintain a valid Florida driver's license and satisfactory driving record throughout employment. Proficiency operating a personal computer using Microsoft Office and delivering exceptional customer service required. Must be physically capable of moving about on construction work sites and under adverse field conditions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential.*

Work is performed in office and outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop; kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the office work environment is usually quite to moderate, while the noise level in the field can be moderate to loud.

Safely operate a motor vehicle.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:
Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**